



SAFE ST ANDREWS SPORT

THE UNIVERSITY OF ST ANDREWS ATHLETIC UNION SAFETY POLICY
AND GUIDANCE FOR CLUB OFFICERS

Contents

1. AU Health & Safety Policy: P2
2. Guidelines for Writing Club Safety Policy: P5
3. Guidelines for creating club risk assessments: P7
4. First Aid Policy: P8
5. High Risk Activity Management Policy: P9
6. Affiliated Club Travel Policy: P10
7. Incident reporting procedure: P11

This compilation is for convenience: more information can be found on the
club management portal

<http://cmp.saints-sport.com>

University of St Andrews Athletic Union

Health & Safety Policy

1. Introduction

- a. Safety is a priority for all clubs and must be considered as an ongoing process through all sessions. It is the primary responsibility of the club committee.
- b. Please remember the Athletic Union Executive and are here to help with any safety issues that you may encounter over the year.
- c. The Athletic Union Executive seeks to maintain and develop:
- d. awareness of the potential risk inherent in sport and the duty of care that Club and Executive Officers have to minimise it for the benefits of all participants;
- e. a culture of safety consciousness upheld by all club members and particularly amongst club officials;
- f. a number of control measures to affect and enforce good safety practices in the Club.

2. The AU Executive will:

- a. take all reasonable practical steps to ensure that clubs have and adhere to appropriate safety policies
- b. organise safety and first aid training for Club Officials and members;
- c. disseminate good safety practices to club committees;
- d. Provide reasonable assistance to clubs when acquiring skills or equipment which have safety benefits (eg. Helmets and SGB awards).

3. AU Executive Safety responsibilities

- a. The main responsibility of the Athletic Union Executive is as follows:

To ensure -so far as is reasonably practicable and without unduly compromising the student sporting experience- AU Executive & affiliated club committee compliance with all safety legislation and with safety stipulations in the Athletic Union Constitution & Laws.

- b. Officers and staff primarily achieve this by:
 - i. Liaison with external professionals and setting policy based on their advice.
 - ii. Ensuring that all clubs appoint a committee officer who is responsible for club compliance with club and AU safety policy. This includes review of all club constitutions with the purpose of strengthening the role and function of clubs and their officials towards safety.
 - iii. Assisting club officials by funding appropriate affiliation to SGB's
 - iv. Paying particular attention to sports which are considered of higher risk
 - v. Ascertaining that members of water-based sports can conduct themselves safely around water.
 - vi. Ensuring: that an appropriate and effective system for reporting, monitoring and investigating accidents/incidents/near misses is

maintained; that reported incidents are appropriately recorded, investigated and that the recommendations of any investigation are fulfilled.

- vii. Maintaining an inventory of all high risk AU equipment and to ensure that all high risk equipment is regularly inspected and tested as well as logged as to its use.
- viii. Paying particular attention to transport safety
- ix. Organising appropriate safety training for club officials and ensuring that permanent staff have appropriate training in health and safety
- x. Exercising their power to suspend club activity and impose sanctions on clubs when necessary

4. Executive Officers' Safety Responsibilities

- a. The President and Secretary are primarily responsible for maintaining appropriate policy in consultation with appropriate external professionals.
- b. The Secretary is responsible for organising training, courses and ensuring that clubs are aware of their responsibilities
- c. The President and Secretary are responsible for maintaining appropriate transport safety policy
- d. The Administration Manager and Administration Assistant are responsible for administration relating to transport safety.
- e. Club Safety officers are responsible for their club members' compliance with club policy and AU Executive policy.

5. Club Officers' Responsibilities

- a. Club Officials have a responsibility for club members and any opposition during any sessions undertaken in the name of the club. It is the responsibility of the club officials to ensure that club safety policies are complied with at any and all sessions.
- b. Session leaders have the authority to prevent a club member from participation if they judge the situation to be in contravention of the Club Safety Policy. It should be made unmistakably clear that those who cannot fulfil the requirements of the policy should not be allowed to participate. Any such incident should be reported in line with the incident reporting procedure
- c. Clubs must promptly report incidents to the AU Executive and any other relevant body (ie a University sports department or SGB)

6. Club Committee Safety Officer

- a. Primary duties
 - i. Develop safe practice and a safe culture within the club.
 - ii. Act as an advisor to the Athletic Union on all safety matters to do with their sport.

- iii. Ensure that club members are aware of and comply with their safety policy
- b. Administrative responsibilities:
 - i. Safety Policy
 - 1. Ensuring the club maintains an Athletic Union approved safety policy.
 - 2. Ensuring that all club members have read and understood the policy and abide by it.
 - ii. Risk Assessment
 - 1. Ensuring that a comprehensive Risk Assessment for the club has been completed, detailing the risks and appropriate control measures that have been taken to make club sessions safe.
 - iii. Equipment Inventory
 - 1. Ensuring that the Club's Equipment Inventory is maintained
 - 2. Organising equipment checks and monitoring:
 - 3. Registering high risk equipment must be registered and organising annual external equipment testing and regular servicing.
 - 4. Planning and documenting all such testing and servicing over the lifetime of the piece of equipment.
 - iv. Affiliation
 - 1. Ensure that, where necessary, the club is a member of their National Governing Body.
 - 2. If the club does not affiliate to a SGB, Athletic Union approved measures must be taken to ensure risk assurance is in place.
 - 3. Agree the Athletic Union of the cost of affiliation for the club via the clubs' financial agreement.
 - 4. The Athletic Union covers the cost of club affiliation (excluding optional insurance cover) but NOT individual affiliation.
 - 5. Certificates or letters documenting the affiliation must be attached to the Safety Policy.
 - v. First Aid Equipment
 - 1. Ensure that an appropriate stock of relevant first aid equipment is maintained by the club

University of St Andrews Athletic Union

Guidelines for writing club safety policy

Please format your Safety Policy in the following manner and deliver all relevant supporting documents electronically by the deadline published on the CMP. Submitted Safety Policies will be reviewed by the AU Secretary and overseen by Administration Manager. If amendments are required, please submit them promptly.

1. National governing body affiliation

- State whether the club is affiliated to an SGB and who they are.
- Submit proof of affiliation
- If you are not affiliated to an SGB, please state this and justify why this is the case.

2. National governing body insurance cover

- Detail any insurance cover your SGB affiliation provides you with?
- Submit a copy of the insurance certificate.

3. National governing body safety code

- All clubs are required to adhere to their National Governing Body safety guidelines
- Submit a copy of the SGB Safety Code

4. Minimum qualifications/experience for activity leaders

- State the level of experience and/or qualifications required by those who lead club activity. (This may vary by type of activity. List each different activity separately.)

5. A detailed risk assessment of the club activity.

- This should include all sessions both training sessions and matches/trips away, and travelling to/from events.

See the AU Risk Assessment Guidelines document for more information page 7 of this booklet.

6. Club code of practice

- This is the section which explains in detail how your club safely practices activities. It must include all activity/trips/matches/practice sessions etc.
- It must state **how** and **what** safety procedures occur at each session, before, during and after. These will be decided and agreed by the club committee.

7. Emergency procedures when an accident/injury occurs.

- This should be a comprehensive section, covering in detail how you will address the following areas:
 - At the scene (home and away)

- Ensuring all members of the group are safe and there will be no further casualties
 - Delivering appropriate first aid/
 - Calling the emergency services if necessary
- In the case of serious injury or death, club procedure should include:
1. Contacting the University management (see incident reporting policy)
- Not communicating with the media, as doing so could cause distress to relatives of the casualty

8. First aid equipment provision

- Provide an inventory of all first aid equipment that the club maintains
- Each club first aid kit must contain a copy of the Saint Sport Incident Reporting Form these are available on the CMP or from Sports Centre Reception.

9. A list of members who hold an up to date first aid certificate

- ALL qualified first aiders and their University email address must be declared.
- Copies of their certificates must be given to the AU Office.

10. A list of certificated coaches and qualifications

- List names of coaches (both student members and external coaches) and their qualifications.

11. Equipment check and maintenance procedure

- Name, email address and contact phone number of the committee officer(s) responsible for equipment if different from above
- State club procedures for maintenance of equipment. List all high risk equipment that your club holds and state its current condition and date of last inspection. High risk equipment is equipment which would present a health or safety risk if it is not maintained/inspected regularly (for example a boat trailer)

12. The name of the club safety officer

- The name, email address and contact phone number of the Club Safety Officer.

Actions:

- 1. Club Safety Officer to create/maintain policy**
- 2. Club Committee to regularly review policy**
- 3. AU Secretary to collate all club policies and check for compliance with AU/SGB policy, requesting amendments as necessary.**

Guidelines for creating club risk assessments

1. **Risk assessments** should be made for all club activities. The Administration Manager can provide assistance to clubs if necessary. Risk assessments should be simple to understand, executed in advance of the activity and endorsed by the club committee. They should inform club safety policy and be revised as necessary for changing situations. The Administration Manager can assist in their creation if necessary
2. **There are two types of risk assessment:**
 - a. **Dynamic:** On-site, immediate and location-dependent risk assessment, carried out by the activity leader considering the immediate situation
 - b. **Pre prepared:** The risk assessment for the activity itself irrespective of the immediate environment.
3. **The Principles of Risk Assessment**
 - a. Identify and evaluate the hazards.
 - b. Assess the risks they present.
 - c. Consider and apply appropriate control measures or potential solutions in advance.
 - d. Monitor that controls are applied.
 - e. Continually review procedures and practices.
4. **Terminology**
 - a. **Hazard:** Identify the potential danger and its level of risk (low, medium or high).
 - b. **Risk:** What is the likelihood of the hazard causing an accident/injury?
 - c. **Controls:** What can be done in advance to minimise or eliminate the risks in the presence of such a hazard.

For example risk assessments please see the club management portal

Actions:

1. **Club Safety Officer to create/maintain risk assessments**
2. **Club Committee to regularly review**
3. **The Administration Manager to collate all club risk assessments and check for compliance with AU/SGB policy, requesting amendments as necessary.**

University of St Andrews Athletic Union

First Aid Policy

1. First Aid Courses

Clubs should have an appropriate body of first aid qualified members. To facilitate this, the Athletic Union Secretary will liaise with Richard Sports Centre Duty Manager least one first aid course per semester and further courses if there is demand. These courses should be of the highest quality practicable.

2. Minimum First Aid Equipment Required

Every club is required by the Athletic Union Executive to have appropriate first aid equipment which is kept fully stocked at all times and attends all club activity. The minimum stock of a club first aid kit should be as follows:

- 4 triangular bandages
- 6 large bandages
- 6 large low adherent dressings
- 5 pairs of gloves
- 2 Foil space blankets (for all sessions and matches occurring outside)
- 2 Instant cooling packs
- 1 pair of first aid shears
- Copy of the Saints Sport Accident/Incident/Near Miss Reporting Form

Some clubs will be required to carry additional items by their safety policy.

Club first aid kits will be subject to random inspection visits to club training sessions.

Actions:

- 4. AUSEC To organise appropriate training**
- 5. AUSEC To conduct random safety checks**
- 6. Club Safety officer to ensure that members attend training**
- 7. Club Safety officer to ensure that club has appropriate first aid equipment at all times**

University of St Andrews Athletic Union
High Risk Activity Management Policy

1. High Risk Sports

Additional risk mitigation procedures apply to higher risk clubs:

- A. Equipment can only be accessed by the Club Captain and registered club officials providing photographic identification and registering at the Sports Centre Reception.
- B. All water-based clubs must ask both **members and those trying the club** to sign the Swim Test form declaring they are able to swim 50 metres in light clothing and tread water for 2 minutes. The form is available on the CMP.
- C. An external equipment check must have been undertaken (certification required) by the end of week one in the 1st Semester. **Motor boats and trailers must be serviced annually.**
- D. Clubs must provide up to date equipment service details in line with current guidelines laid down by the SGB or their safety policy (whichever is stricter).

2. Clubs

These procedures apply to:

Archery A	Life Saving B	Sub-Aqua A+B+C+D
Boat B	Mountaineering C	Swimming B
Boxing C	Rifle A+D	Trampoline A+C
Canoe B+C	Rugby A+C	Water Polo B
Clay Pigeon A+D	Sailing B+C	Windsurfing B
Fencing A	Surfing B	

Actions:

- 1. Club Safety officer to ensure compliance with relevant procedures**
- 2. The Administration Manager to ensure that records are kept of club compliance**

University of St Andrews Athletic Union

Affiliated Club Travel Policy

1. Club Travel

If a club intends to run a match, tour, trip, expedition or other travel outside of St Andrews for an event or session that is not BUCS or SSS organised their president **must** fill in the domestic travel form/foreign travel form on the CMP **before** they leave St Andrews. Domestic Forms should be submitted a week before they travel and Foreign Travel Forms should be submitted as soon as discussions have taken place to have to tour to see approval. **This is absolutely vital for foreign travel.** This form will provide the AU Office with sufficient information to be able to initiate contact with any individuals on the trip. Clubs are not covered by University held insurance policies (additional cover should be taken by individuals going on foreign travel).

2. High Risk Travel

If a club intends to travel outside of the United Kingdom and the Foreign & Commonwealth Office (www.fco.gov.uk) advises against all travel or all but essential travel to a part of the country concerned then the club **MUST** meet with the Administration Manager & President to consult on safety issues well in advance of booking any travel. Minutes of these meetings **must** be taken and kept on file until the club returns from their trip.

3. Travel Safety

The AU Executive has the power to stop a club travelling if the club does not take appropriate steps to mitigate unacceptable risks to members.

The AU Executive may impose sanctions on clubs who do not complete travel documentation or organise meetings as necessary.

Actions:

1. Club President to ensure travel form is filled in before every departure
2. Club President to check FCO advice before booking overseas travel and meet with AU Management as necessary
3. The Administration Manager to minute and file high risk travel meetings
4. AU Executive to judge disciplinary cases when necessary

University of St Andrews Athletic Union

Incident reporting procedure

1. **What must be reported:** Clubs must report any incident which resulted, or could have resulted in medical treatment (including first aid) being required. All such accidents, incidents and near misses must be reported and recorded at the Sports Centre reception so the Executive can take action if necessary. Once reported all serious/head injuries are also reported to ASC/Out of Hours Service for St Andrews Students or for oppositions from other Universities the AU will contact the opposition and report the accident for them to follow up.
2. The Sports Centre reception must be informed of the accident/incident via the Saints Sport Accident/Incident/Near Miss Report Form **within 24 hours of the accident**. The form is available at Sports Centre Reception. One copy of this form should be completed and submitted to Sports Centre Reception.
3. **Major Incidents**

In the case of serious accidents resulting in hospitalisation, serious injury or death, please inform the University Management by telephoning one of the emergency numbers on the **back page of this booklet**
4. **Media Relations**

It is important in the event of serious accidents and fatalities that disclosure of information is restricted to a minimum number of people and that:

 - communications are made only to the emergency services and the University management.
 - **Make no comment to the media or other parties.** Cases have been reported where relatives have been contacted by the media rather than the Police or University Management following death, causing distress.

Submit a Saints Sports Incident Report Form to the Sports Centre Reception ASAP.

Major incidents: Emergency Contacts

Athletic Union President Duty Mobile: 07540 671 355

If there is any difficulty in contacting these numbers, please contact one of the following:

		University	Home	Mobile
Director, Student Support Services	Ailsa Ritchie	01334 46 (2252)	01333 310287	07768 257421
Director of Student Services	Christine Lusk	01334 46 (2171)	01334 479350	07736 212599
Out of Hours Service		01334 476161		01334 46 (3985)

In a major incident, relay the following information to the management contact:

1	Your name, contact number and whereabouts	
2	Name of club	
3	A brief description of the incident and state of casualties	
4	The names of the students involved	
5	The name of the hospital or location of the casualty	
6	The name of the local police station if known	
7	Your intended movements and contact availability over the next few hours	
8	Your group's intention	
9	The duty mobile number for the AU President	
10	Any assistance that you require from the University (Transport, etc)	